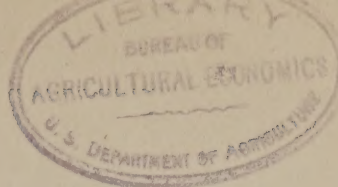


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United States Department of Agriculture
Agricultural Adjustment Administration



April 16, 1935

GENERAL INSTRUCTIONS AND RECOMMENDATIONS REGARDING ACREAGE COMPLIANCE FOR 1935
FOR CORN-HOG, COTTON, TOBACCO, RICE, AND PEANUT CONTRACTS

(These instructions will be supplemented by instructions accompanying compliance forms for each commodity)

In 1934 the cost of compliance work varied greatly between counties and between states. With the 1934 experience, with more time for selection of capable supervisors and with more time for the actual checking of compliance, it is hoped that the total cost can be greatly reduced below the cost in 1934. Necessarily, the proper selection and instruction of supervisors and the accomplishment of creditable work must depend upon the efficiency of each state office in organizing and directing work in the state, and the efficiency of each county office in organizing and directing work in the county.

Local Supervisors

For measuring fields and otherwise checking compliance, supervisors should be selected and recommended by the County Committees in each county, and the names submitted for final appointment to the state office in charge of compliance. One supervisor should be selected for each 50 to 100 contracts, according to conditions in counties. Supervisors should be selected with regard to ability to do the job required from a physical as well as mental standpoint. It has been found that young to middle-aged men, with at least a high school education, do the most efficient work. Supervisors may or may not be Community Committeemen, but in all instances contract signers in the commodities involved should be given preference in employment. County Committeemen (Corn-Hog County Allotment Committeemen) should not serve as supervisors. Supervisors should receive the same wage as Community Committeemen.

County Supervisors

Each county having 500 or more contracts will probably need to employ one man as County Supervisor who can be held responsible for checking the work of the Supervisors in the field for all commodities. In some cases counties having less than 500 contracts may need to employ a County Supervisor. Men with civil engineering training are desirable for this work wherever available. The County Supervisor should be selected and recommended by the County Committees and appointed by the state office. County Supervisors will be directly responsible to the county office. County Supervisors should receive slightly more per day than local supervisors. Instructions regarding rates of pay will be supplied to each state office. Each County Supervisor should have a steel surveyor's tape with which to calibrate chains and check the work of local supervisors.

Computers

One or more computers should be employed in the county office to check

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all calculations turned in by supervisors. Supervisors should understand that their calculations of acreage are not final until checked and approved at the county office, and farmers should be instructed not to dispose of excess acreage until they have received official notice from the county office.

Farms covered by two or more contracts

Wherever practical, supervisors should check compliance for all contracts covering the farm at the same time. However, it may be necessary to check compliance separately for any commodity which matures much earlier than other commodities in the area.

Unit of Measurement

The standard unit of measurement to be used by all supervisors should be the surveyor's chain, 66 feet in length. By using the chain as the unit, calculation is simplified since 10 square chains equal one acre. The use of feet as a unit should be discouraged but may be permitted if steel tapes marked only in feet are already on hand. Any exception to use of the chain unit should be approved by the state office.

Measuring Equipment

Counties will use measuring equipment approved by the State office. Available equipment should be used if suitable.

The following equipment is recommended:

1. Surveyor's chain and eleven chaining pins (preferred in cotton areas):

A "dog chain" or "tie chain" manufactured of 15 gauge wire having figure-8-shaped links and with tenths of a chain marked with numbered metal tags every six and six-tenths feet makes possible fairly accurate determination of fractional parts of a chain. If double or triple length dog chains are used, only one chain length need be divided in tenths.

Chaining pins approximately 12 inches long may be made from No. 9 galvanized wire.

All chains must be carefully calibrated for accuracy with a standard steel surveyor's tape before being used in the field and again at intervals during the season.

2. Steel and metallic tapes, 66 feet or 132 feet in length are satisfactory but are not generally recommended because they are more expensive.
3. Other recognized engineering equipment and methods of land measurement may be used if approved.

Method of Measuring

A supervisor assisted by the farmer or his representative will make field measurements.

The areas of fields will be calculated from the measurements of the sides, diagonals or other principal dimensions of the actual crop areas excluding uncultivated areas along fences, or roads or within crop bounds. In the case of cultivated crops one-half of the width of the row is the distance allowed around the edge of the field as the outside boundary of the field.

Distances less than a chain, or if chain is calibrated in tenths, distances less than a tenth of a chain may be measured by the use of a tape carried in the pocket for this purpose; or may be stepped, each step to be considered one yard, and converted to hundredths of a chain by the following table:

Yards to Chains	Yards to Chains	Yards to Chains
1/2- .02	8 - .36	16 - .73
1 - .05	9 - .41	17 - .77
2 - .09	10 - .45	18 - .82
3 - .14	11 - .50	19 - .86
4 - .18	12 - .55	20 - .91
5 - .23	13 - .59	21 - .95
6 - .27	14 - .64	22 - 1.00
7 - .32	15 - .68	

(Almost as accurately the steps may be reduced to feet and the number of feet multiplied by 1-1/2 and indicated as hundredths.) Thus, if a distance measures 6 chains 6 yards, it will be 6.27 chains; or 41 chains 11 yards will be 41.5 chains; or if the chain is divided in tenths, and measures 20.6 chains and 1-1/2 steps or yards, it will be 20.67 chains.

Measuring and calculating field areas by chaining sides, diagonals, or other dimensions, without measuring the enclosed angles, require that the field be "sized up" very carefully before beginning measuring. First the shape of the field must be observed and a rough preliminary sketch made on scratch paper to determine how to measure the field or if necessary, how to divide the field into measurable areas. If the land in the field is irregular in elevation or the distance is so great that a point cannot be clearly seen, a line can be established by a person standing on the elevation or at half way point in case of distance, on whom the supervisor may sight in determining lines or bases of perpendiculars.

After measuring a field, a definite proportionate sketch (not to exact scale) should be drawn by the supervisor and again later by the office computer (if necessary) on necessary compliance forms.

- a. For each contract, sketches for fields may be made on the same form or, if necessary, sketches for additional fields under the same contract may be made on additional sheets.
- b. Each field should be designated by a letter which should be shown on the sketch, also field use whether crop (cotton or tobacco, etc.) or rented. Measurements should be shown on each line measured, and each area in field should be numbered in Roman numerals. Equations necessary for calculating each area numbered as per sketch may be shown beside each sketch. Computation should be done on separate scratch paper but answers in square units (preferably chains) and acres should be shown with sketches.
- c. Any figures entered in the compliance forms showing the acreage of land that has been measured shall not vary more than 1 percent from the acreages determined by computation made from the field measurements.

Proper information from above measurements, observations, and answers by producers must be inserted by supervisors in necessary compliance forms, according to special instructions from each commodity section.

The instruction of supervisors in conformity to the above general suggestions as to how to measure and calculate the area of any shaped field shall be the responsibility of each state office. Each local supervisor on compliance should be definitely instructed that his duty consists not only of measuring acreages but of making a complete check of all statements by the producer on compliance. Each state office should furnish county offices for use by local supervisors a list of the things he should check, in addition to the acreage for each commodity contract, when he visits a farm. It shall also be the duty of each state office to see that compliance forms are properly checked in the county and rechecked by the state office before being forwarded to Washington.

Claude R. Wickard

Claude R. Wickard,
Chief, Corn and Hog Section,
Livestock and Feed Grains Division

J. B. Hutson

J. B. Hutson,
Director, Division of
Tobacco, Sugar, Rice, and Peanuts

C. A. Cobb

C. A. Cobb
Director, Division of Cotton

C. W. Warburton

C. W. Warburton
Director of Extension Work